

Retention and Classification Report

Agency: Jordan School District (Utah). Business Administration (1654)

7387 South Campus View Drive
West Jordan, UT 84088
801-567-8118

Records Officer

27232	Board of Education exhibit files
27228	Cabinet minutes
27219	Certified personnel records
27220	Classified personnel records

AGENCY: Jordan School District (Utah). Business Administration

SERIES: 27232

3

TITLE: Board of Education exhibit files

DATES: 1990-

ARRANGEMENT: Chronological

DESCRIPTION:

These files document materials submitted to school board members before and during special and regular meetings. They serve as items of discussions during the meetings. They generally include copies of agenda, special reports, budget proposals, policy procedures, and related correspondence, but may include original documents.

RETENTION:

Retain 70 years. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 15, Item 5.

AUTHORIZED: 05/11/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 65 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

AGENCY: Jordan School District (Utah). Business Administration

SERIES: 27228

3

TITLE: Cabinet minutes

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official district committees, boards, and task forces. They may also include an official agenda. See Internal committee records

RETENTION:

Retain 65 years. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 1, Item 15.

AUTHORIZED: 05/11/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 63 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

Minutes provide a historical record of the decisions and actions of the board.

AGENCY: Jordan School District (Utah). Business Administration

SERIES: 27228

TITLE: Cabinet minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Jordan School District (Utah). Business Administration

SERIES: 27219

3

TITLE: Certified personnel records

DATES: 1907-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These are the personnel files for all certified district employees. They are used to document employment. The files include the employment applications, authorizations for hire forms, placement records, employee history card, copies of school transcripts, pay and leave history, work performance, in-service training completion certificates and credits, evaluation records, teaching certificates, previous teaching experience, contracts, lane change requests, and related correspondence. May also include fingerprints and verification of the criminal background check.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule 94, Item 1.

AUTHORIZED: 04/16/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 63 years and then destroy.

APPRAISAL:

Administrative

These records contain the complete work history of an individual while employed by the district and have administrative value as documentation to verify employment and/or eligibility for benefits for the employee or for any heirs as a result of such employment.

AGENCY: Jordan School District (Utah). Business Administration

SERIES: 27220

3

TITLE: Classified personnel records

DATES: 1907-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These are the personnel files for all classified district employees. They are used to document employment. The files usually contain the employment applications, authorization for hire forms, employee history card, pay and leave history, work performance and evaluation records, reassignment of personnel forms, termination forms and related correspondence. May also include fingerprint records and verification of a criminal background check.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 14, Item 2.

AUTHORIZED: 04/16/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 63 years and then destroy.

APPRAISAL:

Administrative

These records contain the complete work history of an individual while employed by the district and have administrative value as documentation to verify employment and/or eligibility for benefits for the employee or for any heirs as a result of such employment.